Hassan Ali

Office Assistant

+92.332.2818722 hassan.narejo@gmail.com Flt # 10 Near Habib School Sultanabad Moulvi Tammizuddin Road Karachi

Statement

Assist to Advisor Banking Mohtasib Pakistan in the investigation of complaints against Banks operating in Pakistan. Have extensive knowledge of Banking and accounting practices and procedures.

Highlights

- Broad knowledge of commercial banking procedures.
- Strong understanding of compliance standards.
- Knowledge of loan approval cases.
- Strong knowledge of ATM Operations and workflow.
- Analyze FRMU and Investigation reports of the Banks.
- Strong follow up of the complaints with regards to amicable resolution.

Skills

Accounting+ | Administration Knowledge | Archives | Banking | Branch Banking | Branch Operation | Call Handling | Cash Handling | Cash Handling Experience | Committed Customer Services | Communication | Customer Service | Customer Services | Customer Support Operations | Front Line Leadership | Managerial Skills | Microsoft Office | Regular Reports Making | Relationship Management | Reporting | Risk Management | Selling Skills | Time Management | Transaction Management | Transaction Record Management | Transactions Management

Work History

May 2022 - Present
Office Assistant
Banking Mohtasib Pakistan Secretariat, Karachi, Pakistan

Jul 2019 - Apr 2022
Operation Manager
APNA Microfinance Bank Limited, Tando Allahyar, Pakistan

Nov 2016 - Jul 2019
Operation manager
Telenor bank (formerly tamer Bank), MirpurKhas, Pakistan

Jun 2015 - Nov 2016
Cash officer
Telenor bank (formerly Tameer Bank), MirpurKhas, Pakistan

Sep 2014 - May 2015
D.E.O
Tameer Bank, Sanghar, Pakistan

Jun 2012 - Jul 2012
interne
, Tharparkar, Pakistan

Academic Qualification

2013
University of Sindh, Jamshoro
Bachelors in Science, B.Sc. (Hons)
Geology

2008
B.I.S.E Mirpurkhas
Intermediate, F.Sc Pre-Engineering
Engineering

2006
B.I.S.E Mirpurkhas
Matriculation, Science
Computer.

Languages

Sindhi
Expert

Urdu
Expert

English
Expert